

COMMUNITY PLANNING AND DEVELOPMENT SERVICES SPECIALIST

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Community Planning and Development Services Specialist perform difficult professional and administrative work involving systems, programs and policy development, monitoring and implementation. The incumbent works proactively with policy and program development, legislative liaison and compliance, research, analysis, grant applications, advising and counseling, providing technical and other support, etc. The work requires limited physical effort and considerable mental effort and stress. The work is subject to general policy direction, practices and procedures, covered by precedents and general supervisory review by either the Department Director or a Division head. The incumbent must participate with others (both within and outside the Department) in program and project development and service delivery.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Researches and identifies new procedures, practices and processes that enhances the City's ability to adequately address changing demographics, housing availability, and economic activities.

- Conducts and participates in meetings with City staff, other governmental organizations, community groups, and citizens to address diverse issues.
- Provides technical support to the Director and senior managers in the development of Department policies, procedures, systems, rules, regulations, etc.
- Assists the Director and senior managers in assembling, monitoring and managing the Department's budget.
- Monitor grant opportunities and complete grant applications. Monitors and reports on legislation related to Department activities and areas of responsibility.
- Identifies, analyzes, explores and pursues grants and other financial resources and the latest and most acceptable programs in community planning and development which might benefit the City and its citizens. Recommends actions to be taken on these items based on a variety of standards and sound principles of public and business administration.
- Services as a legislative and inter-jurisdictional liaison ensuring Department objectives are met and programs are in compliance.
- Services as interdepartmental coordinator for projects and programs involving other City agencies.

QUALIFICATIONS:

Required Training and Experience:

A bachelor's degree from an accredited college or university in urban planning, architecture or public administration and six years of progressively responsible experience in planning and development including familiarity with programs of federal, state or local government, grants, etc. Proven team leadership skills. A master's degree may be substituted for two years of experience. Must possess a valid Maryland driver's license. Should be a member of the American Institute of Certified Planners (AICP).

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of the general principles and practices of public administration, urban design, economics, transportation, environmental and other matters as applied to urban and regional planning.
- Considerable knowledge of the principles, practices, law, regulations, procedures and requirement of state and federally financed programs.
- Thorough knowledge of the general principles and practices of public finance, sociology, economics, real estate, civil engineering and transportation as applied to development and analysis.
- Skill in establishing and maintaining effective working relationships with consultants, property owners, residents, occupants, other City employees, Federal and County officials, and the general public, while under difficult and often contentious circumstances which require the exercise of considerable tact and discretion.

- Ability to provide information and to convey explanations of highly complicated regulations and requirements in a concise, accurate and clearly understandable way.
- Ability to present ideas clearly and concisely, orally and in writing, to groups and individuals.
- Ability to use resourcefulness and tact in meeting new problems for which there had been no precedent established.